



**City of Hermosa Beach**  
 1315 Valley Drive, Hermosa Beach, CA 90254  
 310.318-0203 - Fax 310.372-6186  
 Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



PRR-19-00117

Received By: Tanasha Hudson  
 Referred To: \_\_\_\_\_  
 Date Referred: 09/10/19

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>HIGGINS, TONY</u>	Email: <u>tony.higgin123@gmail.com</u>
Address:	Phone:
City:	Fax:

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) Submit all requests to the City Clerk's Office.

see Attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Departmental Use Only:

#### Action Requested:

☐ Review Only  
☐ Copies Requested

#### Action Taken:

☐ Document Reviewed  
☐ Copies Provided  
☐ Refusal/Reason \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

☐ Non-Existent Document  
☐ Other (Please Explain)

### For City Clerk's Use Only:

Date Requestor Notified \_\_\_\_\_ Notified By: \_\_\_\_\_ Date Picked Up or Mailed \_\_\_\_\_

## Tanesha Hudson

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**From:** tony higgins <tony.higgins123@gmail.com>  
**Sent:** Tuesday, September 10, 2019 10:08 AM  
**To:** Records Request  
**Cc:** Jani Lange; Jessica Guheen; Barbara Ellman; thorowitz@hermosabch.org; Lauren Pizer Mains; Mayor Pro Tem Mary Campbell; Mayor Stacey Armato; Ann Yang  
**Subject:** Public Records Request - Special Events Subcommittee to Parks Commission

Dear Records Request Officer

I am looking for documents and records that can inform the public about the Park's Commission *Special Events subcommittee* that would be useful in determining if it should be subject to Brown Act disclosure.

Accordingly I ask for Records that will establish or shed light on the following:

1. The date this subcommittee was formed
2. The charter of the subcommittee and any modifications to the charter that have taken place since its inception
3. The schedule of all past and future scheduled meetings and all expenses charged to facilitate this subcommittee
4. The past and future deliverables assigned to this subcommittee
5. Agenda's and Minutes from this Subcommittee
6. All policies and procedures produced by this subcommittee, including those in draft form or pending approval by the Park's Commission, the City Council or the City Manager.
7. Documents which establish the scope of issues this subcommittee considered in developing its recommended policies or procedures: e.g:
  - parking impacts
  - quality of life impacts (noise, pollution)
  - traffic impacts
  - infrastructure needs
8. Documents that inform the public about the considerations that shaped Special Event Approval process at a strategic level; e.g.:
  - Documents used to determine how the city should determine if for instance we need TWO fiesta events both on Labor and Memorial Day weekends OR if the community needs both a Manhattan and Hermosa Beach AVP; and how the city determines these evaluations are done in a systematic, fair and transparent manner.
9. Policies and procedures that define exactly how the impacts to vulnerable neighborhoods in terms of noise, traffic, parking, road closures, near roadway pollution and so on are quantified, evaluated and inform the approval process for each event.

10. Policy & Procedures that guide the Special Events TEAM in determining the costs, benefits and impacts of any events they might approve and how this team interacts with the subcommittee and the Park's Commission.

Thank You

Anthony Higgins